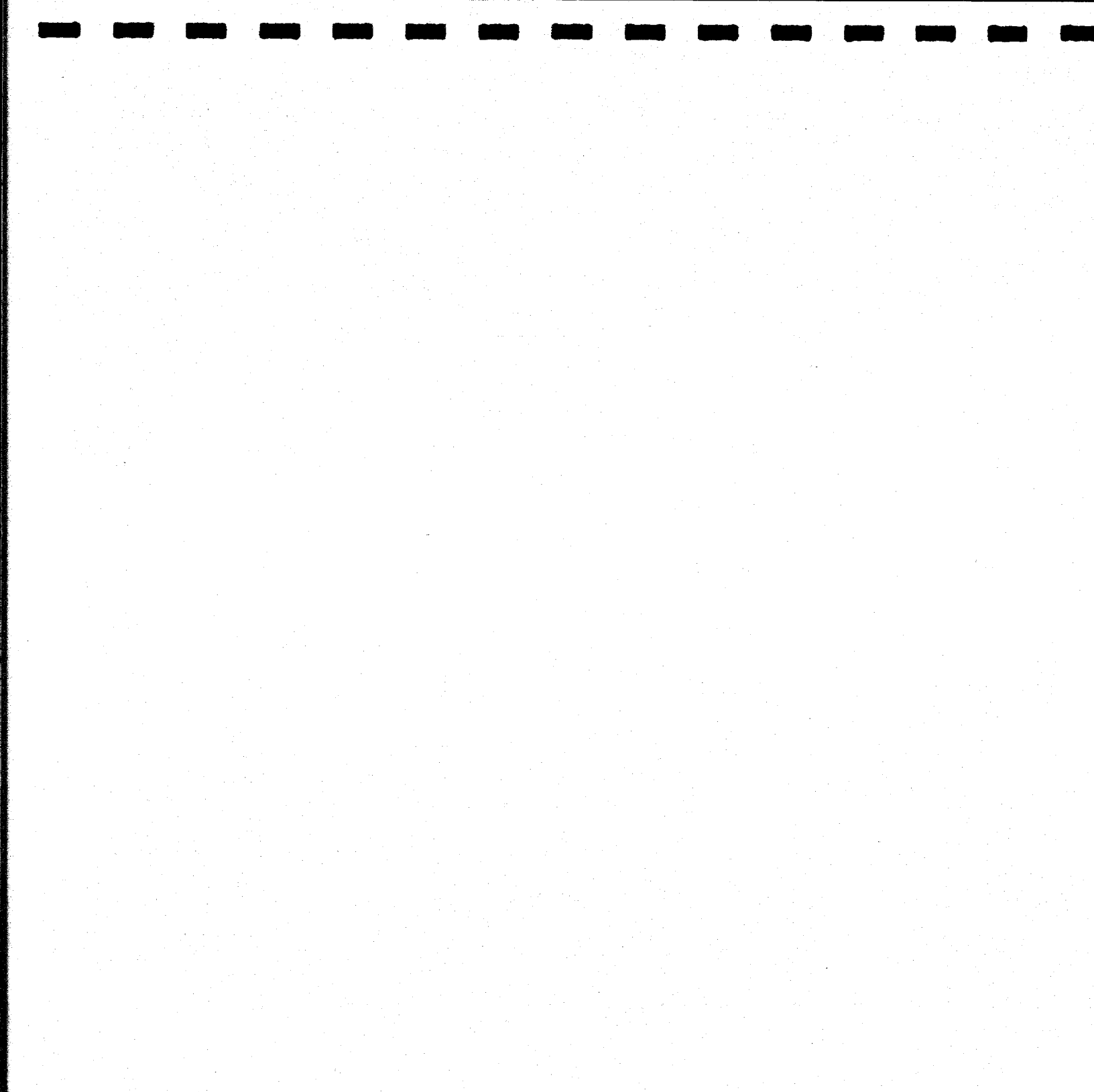


**Working
Capital
Funds**



WORKING CAPITAL FUNDS SUMMARY

<u>Account Classification</u>	<u>Actual 1979</u>	<u>Budget 1980</u>	<u>Budget 1981</u>
Personal Services	\$1,148,047	\$1,380,041	\$1,554,529
Contractual Services	581,852	569,100	882,656
Commodities	1,715,651	1,795,998	2,805,230
Capital Outlay	776,686	1,223,079	1,124,660
Other	339,182	1,212,129	1,269,852
TOTAL	\$4,561,418	\$6,180,347	\$7,636,927

<u>Division/Activity</u>	<u>Actual 1979</u>	<u>Budget 1980</u>	<u>Budget 1981</u>
Central Data Processing	\$ 962,294	\$1,149,467	\$1,330,560
Stationery Stores, Microfilming, Printing and Graphics	730,978	1,026,805	1,206,416
Equipment Maintenance	1,495,248	2,415,353	2,688,746
Official Motor Pool	1,167,001	1,298,629	1,835,660
Central Maintenance Services	--	--	270,109
Park Equipment Maintenance	205,897	290,093	305,436
TOTAL	\$4,561,418	\$6,180,347	\$7,636,927



FUND	618	DEPARTMENT	70	DIVISION	282	ACTIVITY
WORKING CAPITAL		OPERATIONS & MAINTENANCE		FLEET MAINTENANCE		50000/50100/80000 EQUIPMENT MAINTENANCE

EQUIPMENT FUND SUMMARY

	Actual 1979	Estimated 1980	Estimated 1981
Unencumbered Cash Balance, January 1	\$ 193,317	\$ 228,416	\$ 120,094
<u>REVENUES</u>			
Equipment Rental	\$1,376,385	\$ --	\$ --
Operating and Maintenance	--	1,091,860	1,465,302
Equipment Replacement	--	326,270	356,510
Sale of Services and Supplies	148,088	235,000	241,840
Other	5,874	25,000	5,000
Sub-Total	\$1,530,347	\$1,678,130	\$2,068,652
Contingent Revenues	--	628,901	500,000
Total Revenues	\$1,530,347	\$2,307,031	\$2,568,652
Total Revenues and Cash Balance	\$1,723,664	\$2,535,447	\$2,688,746
<u>EXPENDITURES</u>			
Maintenance Operations (50000)	\$ 907,819	\$ 953,484	\$1,465,522
Inventory Purchases (80000)	280,384	333,376	366,714
Equipment Purchases (50100)	307,045	499,592	356,510
Sub-Total	\$1,495,248	\$1,786,452	\$2,188,746
Contingent Expenditures (50100)	--	628,901	500,000
Total Expenditures	\$1,495,248	\$2,415,353	\$2,688,746
Unencumbered Cash Balance, December 31	\$ 228,416	\$ 120,094	\$ --

FUND	618	DEPARTMENT	70	DIVISION	282	ACTIVITY
WORKING CAPITAL		OPERATIONS & MAINTENANCE		FLEET MAINTENANCE		50000/50100/80000
						EQUIPMENT MAINTENANCE

BUDGET COMMENTS

For 1981 this activity is budgeted as part of the new Fleet Maintenance Division of the Department of Operations and Maintenance. Previously, it was within the Street Maintenance and Cleaning Division of the Public Works Department. Amounts shown for previous years are directly comparable to 1981 amounts.

Overall, the 1981 Adopted Budget represents an increase of \$273,343 or 11.3 percent over the 1980 amount.

Account 295 funds Central Data Processing services. The commodities increase is due largely to the increased cost of fuel (Account 360).

ACCOUNT CLASSIFICATION		ACTUAL 1979	BUDGET 1980	BUDGET 1981
PERSONAL SERVICES				
110 Salaries & Wages		\$ 338,716	\$ 390,971	\$ 492,664
TOTAL PERSONAL SERVICES		\$ 338,716	\$ 390,971	\$ 492,664
CONTRACTUAL SERVICES				
210 Utilities		\$ --	\$ --	\$ --
220 Communications		3,318	2,000	5,207
230 Transportation		255	500	500
240 Advertising		7	40	--
250 Insurance		1,400	2,874	2,874
260 Dues and Subscriptions		324	30	150
270 Professional Services		12,013	--	--
295 Other Contractual Services		20,325	17,334	12,335
TOTAL CONTRACTUAL SERVICES		\$ 37,462	\$ 22,778	\$ 21,066
COMMODITIES				
310 Office Supplies		\$ 3,788	\$ 3,240	\$ 4,000
320 Clothing and Linen		842	780	4,405
330 Food, Drugs & Chemicals		14	50	50
340 Opr. Supplies - Buildings & Improvements		362	400	400
350 Repair Parts - Buildings & Improvements		28	200	--
360 Operating Supplies - Equipment		183,042	165,719	526,691
370 Repair Parts - Equipment		321,323	323,611	353,455
390 Minor Apparatus and Tools		4,466	6,000	5,000
380 Construction Supplies		41	--	--
TOTAL COMMODITIES		\$ 513,906	\$ 500,000	\$ 894,001
CAPITAL OUTLAY				
440 Office Equipment		\$ --	\$ --	\$ --

FUND 618	DEPARTMENT 70	DIVISION 282	ACTIVITY 50000
WORKING CAPITAL	OPERATIONS & MAINTENANCE	FLEET MAINTENANCE	EQUIPMENT MAINTENANCE

WORK PROGRAM

This activity purchases, repairs and maintains equipment used by the Operations and Maintenance, and Engineering Departments.

Personnel work in three shifts to provide continuous maintenance service and thus maximize equipment in the field. A preventative maintenance program, supported by computerized records for each vehicle, seeks to minimize unscheduled and disruptive equipment downtime.

For 1981 an Account Clerk I position has been authorized and one Automotive Service Worker has been deleted. This division has assumed billing, purchasing and other clerical tasks previously performed by Public Works Administration. The combination of this activity with the Official Motor Pool in one division makes the deletion of one Automotive Service Worker possible while still maintaining the previous level of service.

POSITION TITLE	EMPLOYEES			1981 EMPLOYMENT RANGE	BUDGET 1980	BUDGET 1981
	BUDGET 1979	BUDGET 1980	BUDGET 1981			
Equipment Maintenance Supervisor	1	1	1	629	\$ 21,390	\$ 24,341
Chief Mechanic	3	3	3	624	50,680	54,654
Administrative Aide II	1	1	1	623	16,245	17,869
Automotive Mechanic	15	15	15	622	180,375	236,051
Storekeeper III	1	1	1	621	14,698	16,168
Storekeeper II	2	2	2	619	24,123	26,168
Account Clerk I	0	0	1	617	--	10,796
Automotive Service Worker	6	6	5	616	60,055	60,192
Sub-Total	29	29	29		\$367,566	\$446,239
Add: Longevity					4,112	3,978
Shift Differential - 2nd					8,320	4,160
- 3rd					--	4,992
Charges -						
O&M Administration					--	17,944
Fleet Maint. - OMP					--	15,351
Street Maintenance					10,973	--
TOTAL					\$390,971	\$492,664
Full-Time Equivalent	29	29	29			
First Quarter						\$132,527
Second Quarter						113,313
Third Quarter						133,019
Fourth Quarter						113,805
TOTAL						\$492,664

FUND 675	DEPARTMENT 40	DIVISION 900	ACTIVITY 50010/
WORKING CAPITAL	ADMINISTRATION	STATIONERY STORES/PRINTING/ GRAPHICS/MICROFILMING	50020/50030/50040

STATIONERY STORES, PRINTING, GRAPHICS AND MICROFILMING
WORKING CAPITAL FUND

	<u>Actual 1979</u>	<u>Budget 1980</u>	<u>Budget 1981</u>
Unencumbered Cash Balance, January 1	\$ 115,476	\$ 122,532	\$ 37,900
<u>Revenues</u>			
Total Sales and Clearing	\$ 489,644	\$ 507,000	\$ 787,012
Printing Services	229,109	351,070	287,483
Graphic Services	14,480	18,811	19,662
Microfilming	4,801	65,292	74,359
Total Revenues	\$ 738,034	\$ 942,173	\$1,168,516
Total Revenue and Cash Balance	\$ 853,510	\$1,064,705	\$1,206,416
<u>Expenditures</u>			
Stores and Clearing Operations	\$ 486,800	\$ 624,687	\$ 774,318
Printing Operations	225,093	260,974	263,923
Graphic Operations	16,923	18,811	21,057
Microfilming	3,349	65,292	70,593
Contingent Operations	--	57,041	76,525
Sub-Total	\$ 732,165	\$1,026,805	\$1,206,416
Less: Prior Year Adjustment	(1,187)	--	--
Total Expenditures	\$ 730,978	\$1,026,805	\$1,206,416
Unencumbered Cash Balance, December 31	\$ 122,532	\$ 37,900	--

FUND WORKING CAPITAL	675	DEPARTMENT ADMINISTRATION	40	DIVISION STORES/PRINTING/ GRAPHICS/MICROFILMING	900	ACTIVITY 50010/50020/ 50030/50040
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BUDGET COMMENTS

The 1981 adopted budget for the Stationery Stores, Printing, Graphics, and Microfilming Working Capital Fund represents a \$179,611 or 17.5% increase above the 1980 budget of \$1,026,805. Of this increase, \$76,525 is contingent upon offsetting revenues.

Personal Services have increased \$20,967 or 16.5%. In 1981, the full salary of one Clerk II position is carried in the Stores budget. Only one-half of this position has been previously carried in the Purchasing Division budget. In addition, one-half of an Administrative Aide III position in the Purchasing Division is being charged to this budget in 1981. Therefore, there is a net increase of one position charged to this budget in 1981. The remaining increase is due to merit salary increases, the salary improvement, and longevity pay increases.

Contractual Services reflect an increase of \$60,500, of which \$10,000 is due to anticipated charges for programming and testing a computerized billing, ordering and inventory system for Stationery Stores and \$50,000 is attributable to lease/purchase payments on photocopying equipment. Commodities reflect a \$49,700 or 7.9% increase attributable to the inflated cost of goods and services billed through the clearing account (385).

Capital Outlay for 1981 includes \$10,000 for a new plate making machine in the Print Shop. An amount of \$210,000 is included for inventory purchases.

ACCOUNT CLASSIFICATION		ACTUAL 1979	BUDGET 1980	BUDGET 1981
PERSONAL SERVICES				
110 Salaries & Wages		\$ 73,337	\$ 127,059	\$ 148,026
TOTAL PERSONAL SERVICES		\$ 73,337	\$ 127,059	\$ 148,026
CONTRACTUAL SERVICES				
210 Utilities		\$ --	\$ --	\$ --
220 Communications		401	650	1,145
230 Transportation		--	850	850
240 Advertising		--	20	25
250 Insurance		--	--	--
260 Dues and Subscriptions		--	120	120
270 Professional Services		--	--	--
295 Other Contractual Services		285	10,400	70,400
TOTAL CONTRACTUAL SERVICES		\$ 686	\$ 12,040	\$ 72,540
COMMODITIES				
310 Office Supplies		\$ 603	\$ 2,250	\$ 2,250
320 Clothing and Linen		478	400	600
330 Food, Drugs & Chemicals		--	--	--
340 Opr. Supplies - Buildings & Improvements		359	1,500	1,000
350 Repair Parts - Equipment		--	--	--
360 Operating Supplies - Equipment		170,043	220,000	170,000
370 Repair Parts - Equipment		1,378	7,750	7,750
390 Minor Apparatus and Tools		--	75	75
385 Purchases for Clearing		360,556	400,000	500,000
395 Other Commodities		24	--	--
TOTAL COMMODITIES		\$ 533,441	\$ 631,975	\$ 681,675
CAPITAL OUTLAY				

FUND	675	DEPARTMENT	40	DIVISION	900	ACTIVITY	50010/ 50020/50030/50040
WORKING CAPITAL		ADMINISTRATION		STORES/MICROFILMING/ PRINTING/GRAPHICS			

WORK PROGRAM

These services are administered by the Purchasing Division of the Department of Administration as financially self-sustaining operations. The goal of these activities is to promptly provide all departments with office supplies, printing services, mailroom service, photocopying, graphic design services and microfilming services at the most economical possible cost. These activities are also responsible for accurately billing individual divisions for appropriate telephone services and for photocopying machine usage, and for producing employee photo identification cards.

In addition to the employees listed below, this budget funds one Graphics Designer listed in the Metropolitan Area Planning Department budget and one-half salary of one Administrative Aide III listed in the Purchasing Division budget.

POSITION TITLE	EMPLOYEES			1981 EMPLOYMENT RANGE	BUDGET 1980	BUDGET 1981
	BUDGET 1979	BUDGET 1980	BUDGET 1981			
Micrographics Supervisor	0	1	1	625	\$ 17,094	\$ 19,364
Print Shop Supervisor	1	1	1	624	17,088	18,797
Administrative Aide II	0	2	2	623	29,252	32,176
Printing Press Operator II	1	1	1	620	13,810	15,389
Printing Press Operator I	1	1	1	619	11,665	11,980
Clerk II	0	0	1	615	--	10,427
Typist Clerk	0	1	1	614	8,591	9,873
Sub-Total	3	7	8		\$ 97,500	\$118,006
Add: Longevity					1,172	1,466
Amount Charged From:						
Purchasing Division (Stores)					9,576	7,497
Metropolitan Planning Dept. (Graphics)					18,811	21,057
TOTAL					\$127,059	\$148,026
Full-Time Equivalent	3	7	8			
First Quarter						\$ 39,340
Second Quarter						33,956
Third Quarter						40,270
Fourth Quarter						34,460
TOTAL						\$148,026



FUND	658	DEPARTMENT	70	DIVISION	282	ACTIVITY	50000
WORKING CAPITAL		OPERATIONS & MAINTENANCE		FLEET MAINTENANCE		OFFICIAL MOTOR POOL	

OFFICIAL MOTOR POOL FUND SUMMARY

	Actual 1979	Estimated 1980	Estimated 1981
Unencumbered Cash Balance, January 1	\$ 120,541	\$ 41,734	\$ --
<u>REVENUES</u>			
Rental Revenue	\$ 950,120	\$1,002,726	\$1,632,072
Other Revenues	123,765	254,169	203,588
Reimbursed Expenditures	14,309	--	--
Total Revenues	\$1,092,574	\$1,256,895	\$1,835,660
Total Revenues and Cash Balance	\$1,208,735	\$1,298,629	\$1,835,660
<u>EXPENDITURES</u>			
Operations	\$1,153,190	\$1,298,629	\$1,835,660
Helicopter Parts	13,811	--	--
Total Expenditures	\$1,167,001	\$1,298,629	\$1,835,660
Unencumbered Cash Balance, December 31	\$ 41,734	\$ --	\$ --

FUND WORKING CAPITAL	658	DEPARTMENT OPERATIONS & MAINTENANCE	70	DIVISION FLEET MAINTENANCE	282	ACTIVITY OFFICIAL MOTOR POOL	50000
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BUDGET COMMENTS

As part of a major reorganization during 1980 this activity was transferred from the Police Department to the new Operations and Maintenance Department. 1979 and 1980 amounts are directly comparable to 1981 budget amounts.

Overall, the 1981 Adopted Budget represents an increase of \$536,775 or 41.3 percent over the 1980 total amount.

Personal Services have decreased, due to charging portions of administrative and clerical salaries to other working capital funds within the Fleet Maintenance Division.

The increase in Contractual Services is due largely to budgeting for computerized record keeping. Account 295 includes (1) rent for facilities, \$35,000; (2) Turnpike charges, \$5,000, and (3) Central Data Processing charges, \$12,000.

Commodities have more than doubled due to projected costs of gasoline, oil, tires and other parts and materials.

The Capital Outlay amounts provide for the normal replacement of vehicles and shop equipment.

ACCOUNT CLASSIFICATION		ACTUAL 1979	BUDGET 1980	BUDGET 1981
PERSONAL SERVICES				
110	Salaries & Wages	\$ 267,011	\$ 288,820	\$ 288,126
TOTAL PERSONAL SERVICES		\$ 267,011	\$ 288,820	\$ 288,126
CONTRACTUAL SERVICES				
210	Utilities	\$ 7,619	\$ 8,000	\$ 8,500
220	Communications	1,728	1,500	1,600
230	Transportation	1,658	1,500	1,800
240	Advertising	--	100	100
250	Insurance	1,600	2,212	2,212
260	Dues and Subscriptions	308	100	300
270	Professional Services	128	--	200
295	Other Contractual Services	39,821	38,000	52,000
TOTAL CONTRACTUAL SERVICES		\$ 52,862	\$ 51,412	\$ 66,712
COMMODITIES				
310	Office Supplies	\$ 1,200	\$ 2,000	\$ 2,000
320	Clothing and Linen	2,143	2,000	2,500
330	Food, Drugs & Chemicals	63	--	--
340	Oper. Supplies - Buildings & Improvements	72	100	100
350	Repair Parts - Buildings & Improvements	113	500	350
360	Operating Supplies - Equipment	410,539	432,119	922,004
370	Repair Parts - Equipment	62,463	45,804	65,000
390	Minor Apparatus and Tools	1,902	2,000	2,500
380	Construction Supplies	--	100	--
395	Other Commodities	--	100	100
TOTAL COMMODITIES		\$ 478,495	\$ 484,723	\$ 994,554
CAPITAL OUTLAY				
440	Office Equipment	\$ --	\$ --	\$ --

FUND	658	DEPARTMENT	70	DIVISION	282	ACTIVITY	50000
WORKING CAPITAL		OPERATIONS & MAINTENANCE		FLEET MAINTENANCE		OFFICIAL MOTOR POOL	
WORK PROGRAM							
This activity is responsible for the repair, maintenance and management of all Official Motor Pool vehicles. Largest numbers of vehicles are assigned to the Police Department (140), the Health Department (70), and the Central Inspection Division (36). A full maintenance and servicing program for all vehicles requires that fueling and at least minor servicing be provided 24-hours-per-day every day of the year. The Official Motor Pool makes emergency services calls, as needed, to any City vehicle in the downtown area.							
POSITION TITLE		EMPLOYEES			1981 EMPLOYMENT RANGE	BUDGET	BUDGET
		BUDGET 1979	BUDGET 1980	BUDGET 1981		1980	1981
Fleet Maintenance Director		0	0	1	633	\$ --	\$ 26,922
Motor Pool Administrator		1	1	0	--	22,128	--
Chief Mechanic		1	1	1	624	17,088	18,797
Auto Mechanic Supervisor		2	2	2	623	30,752	34,672
Automotive Mechanic		6	6	6	622	89,172	93,469
Storekeeper II		1	1	1	619	11,665	13,307
Automotive Mechanic Helper		3	3	3	618	35,878	37,676
Account Clerk I		1	1	1	617	12,097	13,307
Automotive Service Worker		2	2	2	616	20,422	23,476
Sub-Total		17	17	17		\$239,202	\$261,626
Add: Longevity						3,118	2,407
Shift Differential - 2nd						2,124	2,288
- 3rd						--	728
Overtime						1,600	1,600
Charges-							
Police Department						38,576	23,076*
Health Department						4,200	4,200
O&M Administration						--	9,662
Less: Charges-							
Equipment Motor Pool						--	(15,351)
Central Maint. Services							(2,110)
TOTAL						\$288,820	\$288,126
Full-Time Equivalent		17	17	17			
First Quarter							\$ 76,065
Second Quarter							67,133
Third Quarter							77,794
Fourth Quarter							67,134
TOTAL							\$288,126
*Salary of one Police Lieutenant for liaison.							



FUND	610	DEPARTMENT	40	DIVISION	740	ACTIVITY	50000
WORKING CAPITAL		ADMINISTRATION		CENTRAL DATA PROCESSING			

CENTRAL DATA PROCESSING WORKING CAPITAL FUND

	<u>Actual 1979</u>	<u>Estimated 1980</u>	<u>Budget 1981</u>
Unencumbered Cash Balance, January 1	\$ 375,315	\$ 310,183	\$ 136,974
<u>Revenues</u>			
Data Processing Services	\$ 915,118	\$ 865,758	\$ 971,441
Other	44	500	50
Sub-Total	\$ 915,162	\$ 866,258	\$ 971,491
Contingent Data Processing Services	--	110,000	222,095
Total Revenues	\$ 915,162	\$ 976,258	\$1,193,586
Total Revenues and Cash Balance	\$1,272,477	\$1,286,441	\$1,330,560
<u>Expenditures</u>			
Data Processing Operations	\$ 962,294	\$1,039,467	\$1,108,465
Contingent Data Processing Operations	--	110,000	222,095
Total Expenditures	\$ 962,294	\$1,149,467	\$1,330,560
Unencumbered Cash Balance, December 31	\$ 310,183	\$ 136,974	--

FUND	610	DEPARTMENT	40	DIVISION	740	ACTIVITY	50000
WORKING CAPITAL		ADMINISTRATION		CENTRAL DATA PROCESSING			

BUDGET COMMENTS

Excluding amounts budgeted as contingency the 1981 adopted budget represents an increase of \$68,998, or only 6.6 percent over the 1980 budget.

Personal Services have increased much less than would be expected (only 5.4 percent) due to a high rate of turnover and vacancies.

Contractual Services have increased 8.4 percent, largely as a result of the need to train new staff (Account 230) and to contract out systems development (Account 270).

Commodities have increased 4.8 percent due to the net effect of economies and the higher cost of paper, ribbons, etc.

The amount budgeted for Capital Outlay provides for various cabinets, shelving, racks and tables for storage of tapes, printouts and technical publications.

ACCOUNT CLASSIFICATION		ACTUAL 1979	BUDGET 1980	BUDGET 1981
PERSONAL SERVICES				
110 Salaries & Wages		\$ 443,713	\$ 526,807	\$ 555,243
TOTAL PERSONAL SERVICES		\$ 443,713	\$ 526,807	\$ 555,243
CONTRACTUAL SERVICES				
210 Utilities		\$ --	\$ --	\$ --
220 Communications		4,430	7,490	7,259
230 Transportation		9,612	7,500	11,500
240 Advertising		66	25	74
250 Insurance		--	--	--
260 Dues and Subscriptions		755	700	2,265
270 Professional Services		651	5,000	29,000
295 Other Contractual Services		446,327	425,095	433,303
TOTAL CONTRACTUAL SERVICES		\$ 461,841	\$ 445,810	\$ 483,401
COMMODITIES				
310 Office Supplies		\$ 51,170	\$ 61,000	\$ 63,727
320 Clothing and Linen		--	--	--
330 Food, Drugs & Chemicals		--	--	--
340 Opr. Supplies - Buildings & Improvements		--	--	--
350 Repair Parts - Buildings & Improvements		38	--	--
360 Operating Supplies - Equipment		--	--	--
370 Repair Parts - Equipment		1,592	850	854
390 Minor Apparatus and Tools		94	--	240
TOTAL COMMODITIES		\$ 52,894	\$ 61,850	\$ 64,821
CAPITAL OUTLAY				

FUND	610	DEPARTMENT	40	DIVISION	740	ACTIVITY	50000
WORKING CAPITAL		ADMINISTRATION		CENTRAL DATA PROCESSING			

WORK PROGRAM

The Data Processing Division maintains and processes data for various City operating and staff departments, so that these departments can more efficiently and effectively deliver services to citizens. The division seeks to eliminate duplication of effort in recording and reporting of data.

The central data processing facility is staffed 24 hours a day, seven days a week. The IBM 370-155-II central processing unit (CPU), associated disc and tape storage units, printers and other peripheral equipment at the central facility are linked to remote cathode ray display tubes (CRTs) and printers located in operating and staff departments, in order to allow operation of online, teleprocessing systems.

POSITION TITLE	EMPLOYEES			1981 EMPLOYMENT RANGE	BUDGET 1980	BUDGET 1981
	BUDGET 1979	BUDGET 1980	BUDGET 1981			
Data Processing Director	1	1	1	635	\$ 31,626	\$ 29,390
Systems Analyst	6	6	6	631	130,206	140,336
Programmer/Analyst	5	5	5	628	98,808	95,765
Computer Operations Supervisor	1	1	1	625	17,088	16,485
Programmer	4	4	4	624	56,301	61,506
Computer Machine Operator II	6	6	6	622	79,339	84,751
Computer Machine Operator I	2	2	2	619	23,508	24,617
Secretary	1	1	1	618/19	10,872	12,974
Data Entry Operator II	2	2	2	617	23,548	26,044
Data Entry Operator I	5	5	5	616	50,378	58,114
Sub-Total	33	33	33		\$521,674	\$549,982
Add: Longevity					3,053	3,181
Shift Differential - 2nd					832	832
- 3rd					1,248	1,248
TOTAL					\$526,807	\$555,243
Full-Time Equivalent	33	33	33			
First Quarter						\$147,139
Second Quarter						127,706
Third Quarter						149,361
Fourth Quarter						131,037
TOTAL						\$555,243



FUND	661	DEPARTMENT	26	DIVISION	260	ACTIVITY	50000
WORKING CAPITAL		PARK		EQUIPMENT MAINTENANCE			
<u>PARK EQUIPMENT MAINTENANCE FUND</u>							
<u>Expenditures</u>			<u>Actual 1979</u>		<u>Budget 1980</u>		<u>Budget 1981</u>
<u>Account Classification</u>							
Personal Services			\$ 25,270		\$ 46,384		\$ 31,905
Contractual Services			29,001		37,060		37,060
Commodities			136,915		117,450		147,500
Capital Outlay			--		60,150		70,150
Sub-Total			\$191,186		\$261,044		\$286,615
Add: Contingency			--		13,320		2,821
Purchases for Inventory			14,711		15,729		16,000
Total Expenditures			\$205,897		\$290,093		\$305,436
<u>Revenues</u>							
Unencumbered Cash Balance, January 1			\$ 46,472		\$ 84,395		\$ 45,000
Equipment Rental - Automobiles			29,958		21,120		23,400
- Pickups			69,768		72,000		86,400
- Trucks			74,412		79,560		100,368
- Tractors			43,572		41,400		45,288
Interest Earnings			15,846		14,000		2,100
Miscellaneous			730		16,331		2,880
Sales of Services and Supplies			9,180		6,287		--
Reimbursed Expenditures			354		--		--
Total Revenues			\$243,820		\$250,698		\$260,436
Total Revenues and Cash Balance			\$290,292		\$335,093		\$305,436
Less: Expenditures			\$(205,897)		\$(290,093)		\$(305,436)
Unencumbered Cash Balance, December 31			\$ 84,395		\$ 45,000		\$ --

ANNUAL BUDGET

FUND	661	DEPARTMENT	26	DIVISION	260	ACTIVITY	50000
WORKING CAPITAL		PARK		EQUIPMENT MAINTENANCE			

BUDGET COMMENTS

The 1981 adopted budget for the Park Equipment Maintenance Fund shows an increase of \$15,343 or 5.3% over the 1980 adopted budget of \$290,093.

The personnel for this operation consist of six positions, and these positions are shown in the Park Maintenance Division budget in the Special Contributions Fund.

The Personal Services account shows a decrease of \$14,479 or 31.2% due to change in the way charges are made for this Working Capital operation. Accounts 360 and 370 each show \$15,000 increases over 1980, due to increased costs for fuel and other vehicle operating supplies and repair parts.

The equipment rental revenues of \$255,456 consist of the following: Planning and Development--\$4,608; Park and Recreation Maintenance--\$94,032; Building Maintenance--\$17,280; Equipment Maintenance--\$10,368; Security--\$16,920; Revenue-Producing--\$3,888; Recreation Division--\$1,728; Landscape and Forestry--\$80,784; and Golf Courses--\$25,848.

ACCOUNT CLASSIFICATION		ACTUAL 1979	BUDGET 1980	BUDGET 1981
PERSONAL SERVICES				
110 Salaries & Wages		\$ 25,270	\$ 46,384	\$ 31,905
TOTAL PERSONAL SERVICES		\$ 25,270	\$ 46,384	\$ 31,905
CONTRACTUAL SERVICES				
210 Utilities		\$ --	\$ --	\$ --
220 Communications		--	--	--
230 Transportation		--	--	--
240 Advertising		--	--	--
250 Insurance		29,000	37,060	37,060
260 Dues and Subscriptions		--	--	--
270 Professional Services		--	--	--
295 Other Contractual Services		1	--	--
TOTAL CONTRACTUAL SERVICES		\$ 29,001	\$ 37,060	\$ 37,060
COMMODITIES				
310 Office Supplies		\$ --	\$ 50	\$ 50
320 Clothing and Linen		--	100	100
330 Food, Drugs & Chemicals		--	--	--
340 Opr. Supplies - Buildings & Improvements		249	200	250
350 Repair Parts - Buildings & Improvements		--	100	100
360 Operating Supplies - Equipment		99,933	90,000	105,000
370 Repair Parts - Equipment		36,733	27,000	42,000
390 Minor Apparatus and Tools		--	--	--
TOTAL COMMODITIES		\$136,915	\$117,450	\$147,500
CAPITAL OUTLAY				
		\$ --	\$ 150	\$ 150

FUND	648	DEPARTMENT	70	DIVISION	282	ACTIVITY	50000
WORKING CAPITAL		OPERATIONS & MAINTENANCE		FLEET MAINTENANCE		CENTRAL	
						MAINTENANCE SERVICES	

CENTRAL MAINTENANCE SERVICES FUND SUMMARY

	Actual 1979	1980	Estimated 1981
Unencumbered Cash Balance, January 1	\$ --	\$ --	\$ --
<u>REVENUES</u>			
Central Maintenance Services (Rental)	\$ --	\$ --	\$270,109
Other	--	--	--
Sub-Total	\$ --	\$ --	\$270,109
Contingent Revenues	--	--	--
Total Revenue and Cash Balance	\$ --	\$ --	\$270,109
<u>EXPENDITURES</u>			
Operations	\$ --	\$ --	\$270,109
Contingent Operations	--	--	--
Total Expenditures	\$ --	\$ --	\$270,109
Unencumbered Cash Balance, December 31	\$ --	\$ --	\$ --

282

FUND	648	DEPARTMENT	70	DIVISION	282	ACTIVITY	50000
WORKING CAPITAL		OPERATIONS & MAINTENANCE		FLEET MAINTENANCE		CENTRAL MAINTENANCE SERVICES	
BUDGET COMMENTS							
<p>For 1981 this activity is budgeted as a working capital fund within the Operations and Maintenance Department. Previously, this activity was budgeted within the General Fund and was part of the Street Maintenance and Cleaning Division of the former Public Works Department. Amounts for previous years are shown because they are comparable to 1981 amounts.</p> <p>Overall, the 1981 Adopted Budget represents an increase of \$96,793 or 55.8 percent. Personal Services have increased \$14,461, due to the net effect of deleting two Custodial Worker I positions, adding two positions previously budgeted in Street Maintenance and adding supervisory/administrative salary charges.</p> <p>In Contractual Services an additional \$49,746 has been budgeted for utilities. Account 295 provides \$850 for pest control, \$885 for equipment rental, and \$25,060 for custodial services.</p>							
ACCOUNT CLASSIFICATION							
PERSONAL SERVICES		ACTUAL 1979		BUDGET 1980		BUDGET 1981	
110 Salaries & Wages		\$ 23,359		\$ 24,104		\$ 38,565	
TOTAL PERSONAL SERVICES		\$ 23,359		\$24,104		\$ 38,565	
CONTRACTUAL SERVICES							
210 Utilities		\$ 92,190		\$121,458		\$171,204	
220 Communications		402		450		561	
230 Transportation		7		--		--	
240 Advertising		--		--		--	
250 Insurance		6,600		3,317		3,317	
260 Dues and Subscriptions		--		--		--	
270 Professional Services		63		--		--	
295 Other Contractual Services		478		1,190		26,795	
TOTAL CONTRACTUAL SERVICES		\$ 99,740		\$126,415		\$201,877	
COMMODITIES							
310 Office Supplies		\$ 133		\$ 350		\$ 200	
320 Clothing and Linen		23		125		125	
330 Food, Drugs & Chemicals		1,060		--		1,077	
340 Opr. Supplies - Buildings & Improvements		4,445		4,230		5,320	
350 Repair Parts - Buildings & Improvements		19,680		12,777		11,098	
360 Operating Supplies - Equipment		1,423		2,600		2,225	
370 Repair Parts - Equipment		1,342		2,365		2,253	
390 Minor Apparatus and Tools		197		350		381	
TOTAL COMMODITIES		\$ 28,303		\$ 22,797		\$ 22,679	
CAPITAL OUTLAY							

FUND 648	DEPARTMENT 70	DIVISION 282	ACTIVITY 50000
WORKING CAPITAL	OPERATIONS & MAINTENANCE	FLEET MAINTENANCE	CENTRAL MAINTENANCE SERVICES

WORK PROGRAM

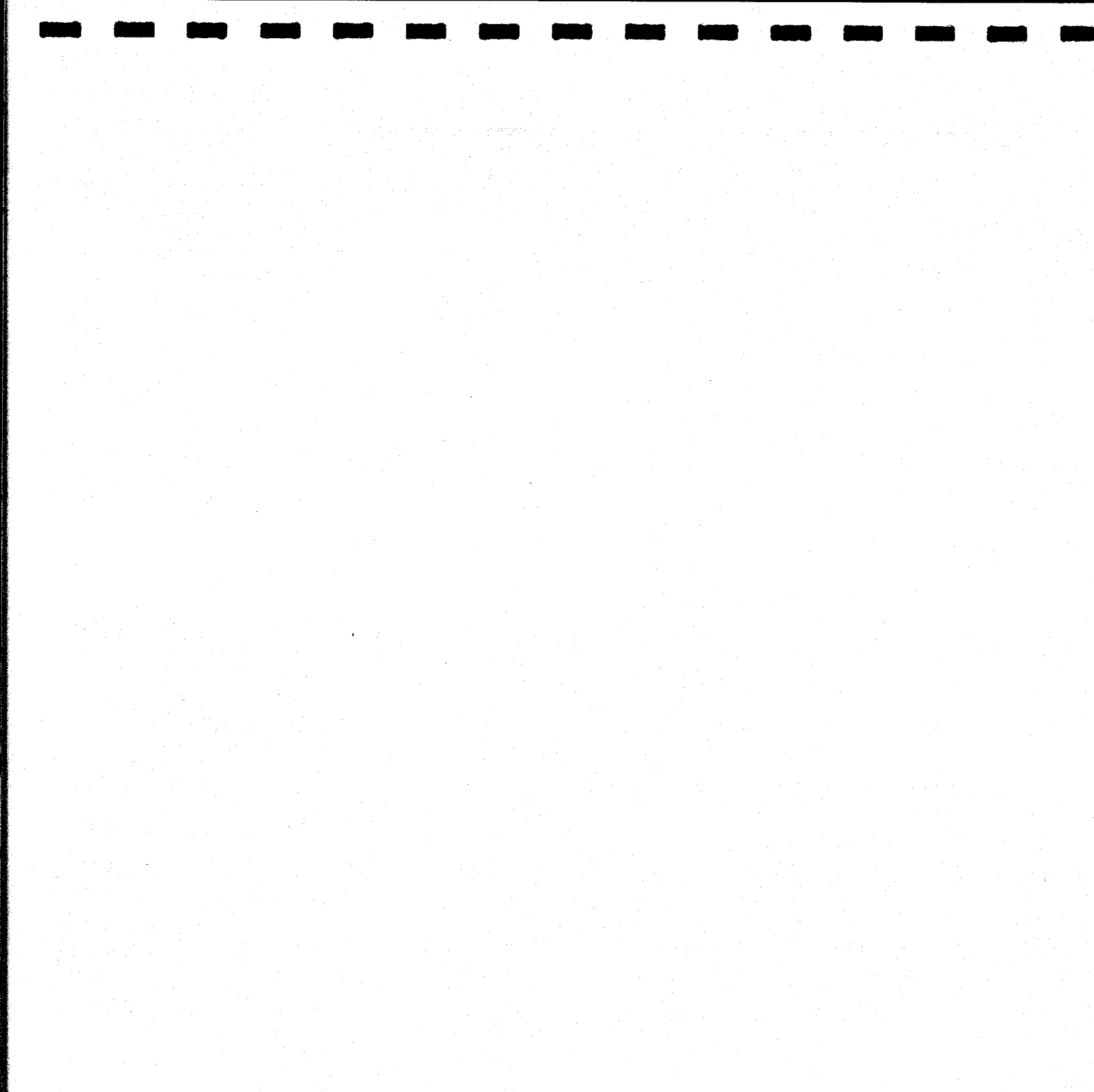
This activity provides maintenance, repairs, security and other services to the Central Maintenance Facility.

During late 1980 as part of the reorganization of the former Public Works Department, two positions that previously were included in Street Maintenance were transferred to this activity, and this activity was transferred to the new Operations and Maintenance Department's Fleet Maintenance Division

POSITION TITLE	EMPLOYEES			1981 EMPLOYMENT RANGE	BUDGET 1980	BUDGET 1981
	BUDGET 1979	BUDGET 1980	BUDGET 1980			
Maintenance Mechanic Supervisor	0	0	1	622	\$ --	\$ 16,612
Radio Dispatcher	0	0	1	621	--	16,168
Custodial Worker I	2	2	0	--	22,013	--
Sub-Total	2	2	2		\$ 22,013	\$ 32,780
Add: Longevity					1,051	914
Shift Differential					1,040	--
Fleet Maint. - OMP					--	2,110
O&M Admin. Research					--	2,761
TOTAL					\$ 24,104	\$ 38,565
Full-Time Equivalent	2	2	2			
First Quarter						\$ 10,258
Second Quarter						8,793
Third Quarter						10,528
Fourth Quarter						8,986
TOTAL						\$ 38,565



Revenue Sharing



GENERAL REVENUE SHARING

The amount of revenue sharing available in 1981 is estimated at \$3,252,646. The amount includes \$44,302 in unencumbered cash, an estimate of \$25,000 in interest earnings, and an annual allocation of \$3,183,344 in quarterly revenue sharing payments. City programs are budgeted at \$3,172,646. Of this amount, \$3,056,049 is utilized to offset tax requirements in the General and Special Contributions Funds. Non-City Agency Programs are budgeted at \$80,000. The revenue sharing programs for 1981 have been approved by the Board of City Commissioners and are as follows:

CITY PROGRAMS

<u>Program</u>	<u>Amount</u>
Administrative Charges	\$ 18,000
General Fund (Mill Levy Reduction)	2,669,821
Historic Wichita Board	35,994
Local History	26,601
Special Contributions Fund (Mill Levy Reduction)	386,228
Weed Mowing	36,002
Sub-Total	\$3,172,646

NON-CITY AGENCIES

<u>Program</u>	<u>Amount</u>
Big Brothers-Big Sisters of Sedgwick County	\$ 50,000
Mid-America All-Indian Center	30,000
Sub-Total	\$ 80,000
GRAND TOTAL	\$3,252,646

DESCRIPTION OF CITY PROGRAMS

Administrative Charges (280-40-700-50510) \$ 18,000

Provides for an administrative charge for expenses related to administration of the revenue sharing program. These monies serve as a revenue to the General Fund and are based upon staff time and costs involved for carrying out activities related to revenue sharing. These services are provided by various divisions in the Department of Administration.

General Fund (Mill Levy Reduction) (280-40-700-50020) \$2,669,821

Provides revenue to the General Fund as a means of reducing taxes.

Historic Wichita Board (280-02-120-50120) \$ 35,994

Provides for the salary and benefits for the Director of the Historic Wichita Board as well as funds for operating expenses. This board develops, coordinates and encourages the preservation of Wichita Historical Museum and other groups, organizations and individuals interested in preserving area history.

Local History (280-22-690-50280) \$ 26,601

Provides for the salary, benefits, and operating budget of an Administrative Assistant who is responsible for the development of a permanent local history function and for the development of an archive of written and graphic material on Wichita history.

Special Contributions Fund (Mill Levy Reduction) (280-40-700-50320) \$ 386,228

Provides revenue to the Special Contributions Fund as a means of reducing taxes.

Weed Mowing (280-70-288-50050) \$ 36,002

Provides for personnel and equipment necessary to maintain medials and public right-of-ways throughout the City. This amount provides funds for one full-time Labor Supervisor, one seasonal Equipment Operator, overtime, employee benefits and equipment rental.

ANNUAL BUDGET

GENERAL REVENUE SHARING (continued)DESCRIPTION OF NON-CITY AGENCY PROGRAMS

Big Brothers-Big Sisters of Sedgwick County (280-40-700-50330) \$ 50,000

Big Brothers-Big Sisters of Sedgwick County serves a dual purpose. One of the goals is to provide masculine identification for fatherless boys with the intention of preventing juvenile delinquency and providing assistance and guidelines for the juveniles. Another goal is to provide volunteers to work with girls who are experiencing emotional, behavioral and potential social disorder at home or in school. (January 1, 1981-December 31, 1981)

Mid-America All-Indian Center (280-40-700-50370) \$ 30,000

This center serves as a referral agency as well as provides various social services such as counseling, financial assistance, health clinics, and food and clothing banks. Cultural programs are offered and a permanent library is maintained at the center for reference. (January 1, 1981-December 31, 1981)

FUND	280	DEPARTMENT	22	DIVISION	690	ACTIVITY	50280
GENERAL REVENUE SHARING		LIBRARY		LOCAL HISTORY			

BUDGET COMMENTS

For 1981, this function has been transferred from the Historic Wichita Board to the Library. The total budget of \$26,601 is funded by General Revenue Sharing Funds. One position is budgeted, i.e., an Administrative Assistant. The budget consists of the following: Salary - \$20,823; Longevity - \$219; Employee Benefits - \$5,157; Local Mileage Allowance - \$252; and Office Supplies - \$150.

WORK PROGRAM

The function of this activity is the development of permanent local history and the development of an archive of written and graphic material including research and oral history on Wichita history to be used by the Library, Historical Museum, Cowtown, and other interested agencies or individuals.

ACCOUNT CLASSIFICATION	ACTUAL 1979	BUDGET 1980	BUDGET 1981
PERSONAL SERVICES			
110 Salaries & Wages			\$21,042
121 Employee Benefits (24.51%)			5,157
TOTAL PERSONAL SERVICES			\$26,199
CONTRACTUAL SERVICES			
210 Utilities			\$ ---
220 Communications			---
230 Transportation			252
240 Advertising			---
250 Insurance			---
260 Dues and Subscriptions			---
270 Professional Services			---
295 Other Contractual Services			---
TOTAL CONTRACTUAL SERVICES			\$ 252
COMMODITIES			
310 Office Supplies			\$ 150
320 Clothing and Linen			---
330 Food, Drugs & Chemicals			---
340 Opr. Supplies - Buildings & Improvements			---
350 Repair Parts - Buildings & Improvements			---
360 Operating Supplies - Equipment			---
370 Repair Parts - Equipment			---
390 Minor Apparatus and Tools			---
TOTAL COMMODITIES			\$ 150
CAPITAL OUTLAY			
440 Office Equipment			
450 Vehicular Equipment			
460 Operating Equipment			
TOTAL CAPITAL OUTLAY			\$ ---
OTHER			
TOTAL OTHER			\$ ---
TOTAL			\$26,601

FUND	280	DEPARTMENT	02	DIVISION	120	ACTIVITY	50120
GENERAL REVENUE SHARING HISTORIC WICHITA BOARD							

BUDGET COMMENTS

The 1981 total required budget of the Historic Wichita Board is \$47,994 consisting of \$35,994 from General Revenue Sharing and \$12,000 from the Wichita Historical Museum Association. This amount of \$47,994 represents a decrease of \$39,695 from the 1980 corresponding amount of \$87,689. The Revenue Sharing contribution for 1981 reflects a decrease of \$42,095 from the 1980 amount of \$78,089.

The amount of \$12,000 from the Historical Museum Association or \$1,000 per month partially funds the salary and employee benefits of the Director. For 1980, the amount was \$9,600.

The two main reasons for the decrease in this budget are (1) the deletion of the Administrative Assistant position for Landmark Preservation and (2) the transfer of the Administrative Assistant position for Local History to the Library. This Local History position for 1981 will be funded by General Revenue Sharing funds.

Account 295 contains \$600 for title fees and \$3,000 for application fees for landmark cases.

No capital outlay is budgeted.

ACCOUNT CLASSIFICATION		ACTUAL 1979	BUDGET 1980	BUDGET 1981
PERSONAL SERVICES				
110 Salaries & Wages		\$53,295	\$58,402	\$21,726
121 Employee Benefits (24.51%)		12,690	13,362	5,325
TOTAL PERSONAL SERVICES		\$65,985	\$71,764	\$27,051
CONTRACTUAL SERVICES				
210 Utilities		\$ --	\$ --	\$ --
220 Communications		1,737	1,600	2,000
230 Transportation		2,193	1,860	1,404
240 Advertising		--	--	--
250 Insurance		--	--	--
260 Dues and Subscriptions		36	115	139
270 Professional Services		--	150	150
295 Other Contractual Services		385	600	3,600
TOTAL CONTRACTUAL SERVICES		\$ 4,351	\$ 4,325	\$ 7,293
COMMODITIES				
310 Office Supplies		\$ 1,289	\$ 1,900	\$ 1,550
320 Clothing and Linen		--	--	--
330 Food, Drugs & Chemicals		--	--	--
340 Opr. Supplies - Buildings & Improvements		--	--	--
350 Repair Parts - Buildings & Improvements		--	--	--
360 Operating Supplies - Equipment		--	--	--
370 Repair Parts - Equipment		--	100	100
390 Minor Apparatus and Tools		--	--	--
TOTAL COMMODITIES		\$ 1,289	\$ 2,000	\$ 1,650
CAPITAL OUTLAY				

FUND	280	DEPARTMENT	02	DIVISION	120	ACTIVITY	50120
GENERAL REVENUE SHARING		HISTORIC WICHITA BOARD					

WORK PROGRAM

The Historic Wichita Board develops, coordinates, and encourages the preservation of Wichita's history through assistance and work with Cowtown, Wichita/Sedgwick County Historical Museum, Historic Landmark Preservation Committee, and other groups, organizations, and individuals interested in preserving area history.

In 1981 the Board will be involved with the opening and operation of the new Wichita/Sedgwick County Historical Museum and the maintenance of the old City Hall. It will provide support for Cowtown and administer the \$90,000 in City funds allocated for maintenance of City-owned structures on the site. The Board will supervise the lease and maintenance program for the Comley House, 1137 N. Broadway, a City-owned historic property. It will encourage the preservation of our architectural heritage through support for the City's Landmark program.

POSITION TITLE	EMPLOYEES			1981	BUDGET	BUDGET
	BUDGET 1979	BUDGET 1980	BUDGET 1981	EMPLOYMENT RANGE	1980	1981
Director of Historic Wichita Board	1	1	1	633	\$28,393	\$31,232
Administrative Assistant	2	2	0	--	37,496	--
	—	—	—			
Sub-Total	3	3	1		\$65,889	\$31,232
Add: Longevity					326	132
Less: Charge to Wichita Historical Museum (738)					(7,813)	(9,638)
TOTAL					\$58,402	\$21,726
Full-Time Equivalent	3	3	1			



